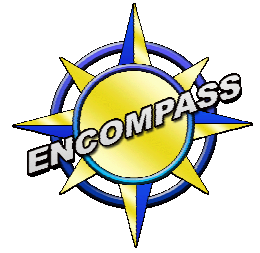




# **Agency "Top Ten" Action Items**

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1. **Accept that the State of Indiana is implementing a new integrated financial system that will require agencies to change and adopt new financial processes.** The State's goal is to institutionalize a common set of standard financial management processes including:
  - A new statewide accounting structure (Chart of Accounts)
  - Common data collection standards
  - Standard financial management processes and reporting
2. **Embrace the ENCOMPASS implementation.** Become a champion of change so that you and your agency can help the State streamline its financial processes and reporting, and to achieve better financial accountability across the State; specifically:
  - Attend ENCOMPASS Town Hall meetings
  - Read ENCOMPASS newsletter and emails; visit the website
  - Participate in PeopleSoft user groups and ENCOMPASS working groups
3. **Between FY 2007 Year End Close (June 15) and early FY 2008 (July 31), initiate closing actions for requisitions and or purchase orders.** Specifically:
  - Close completed purchase orders that are maintained by the Auditor of State; close completed purchase orders in PeopleSoft
  - For open requisitions and purchase orders crossing into FY 2008 that are not encumbered by Auditor of State, either (1) cancel the requisition/purchase order or (2) change the Budget Reference in PeopleSoft to 2008
4. **Start planning for the new common file formats that ENCOMPASS will use to transmit and process payment data at the Auditor of State:**
  - The new file formats will utilize the new COA structure
  - There will be one transmission standard for all agencies
  - Each agency will be responsible for making changes to their payment systems to be compliant with the new payment file formats
  - Once the new file formats are made available by the ENCOMPASS team, work with your agency's information technology staff to make needed changes to your payment systems
5. **Review Special Disbursing Officer (SDO) accounts and work diligently to close unnecessary and or unused SDO accounts:**
  - SDOs present deficiencies in the areas of financial management best practices
  - The State will be implementing alternatives to SDO accounts

# **Agency "Top Ten" Action Items**

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6. **Record all financial transactions in PeopleSoft starting no later than July 1, 2007.**  
Specifically:
  - Up through go-live: enter General Ledger journals for all financial transactions maintained by AoS (payroll, ID bills, SDO reimbursements, etc.) that are not recorded in PeopleSoft
  - Create a requisition and purchase order in the eProcurement/Purchasing Module for all procurements over \$500 under object codes 3, 4, and 5
  - Create receivers in PeopleSoft to record receipt of goods and or services
  - Link payment vouchers to the corresponding purchase order so that an additional encumbrance is not established in PeopleSoft
  - Transition your asset control system to PeopleSoft; record existing and new assets exceeding \$500 in the Asset Management module
7. **Take steps to ensure that your agency's financial staff is appropriately trained in using PeopleSoft.** Agency employees should have a baseline understanding on how to perform their respective financial management assignments in the appropriate PeopleSoft modules (i.e., General Ledger, eProcurement/Purchasing, Asset Management, Accounts Payable, Accounts Receivable)
8. **Sign-up and participate in the Chart of Accounts (COA) mapping effort when it is announced by the ENCOMPASS project team:**
  - Read the COA User Guide that is located on the ENCOMPASS website
  - Review your agency's current COA and complete any identified chartfield mapping changes
  - Update your agency's work instructions/rules for proper COA usage
9. **Starting in FY 2008, at least once a month, reconcile open financial transactions in PeopleSoft to the financial transactions maintained by the Auditor of State in GEAC:**
  - Reconcile all PeopleSoft objects (not just expenditures and revenue) to the Auditor of State
  - Reconcile PeopleSoft purchase orders with GEAC purchase orders
  - Reconcile open PeopleSoft requisitions and purchase orders
  - Close completed purchase orders (PeopleSoft and Auditor of State)
  - Reconcile PeopleSoft assets over \$20,000 to GEAC assets
10. **Begin preparing for the State's internal controls initiative.** Specifically:
  - Document how your agency conducts its financial processes, specifically, who initiates, enters, and approves your agency's financial transactions for requisitions, purchase orders, payment vouchers, assets, and general ledger transactions
  - Assess your agency's current financial processes and look for ways to reduce your agency's exposure to financial waste, fraud, and abuse; establish separate roles for the financial processes listed in the bullet above